

Department of Chemistry & Biochemistry

Travel Voucher Cover Sheet

Full Name: _____ R#: _____

Departure City/State: _____

Destination City/State: _____

Country: _____

Departure Date: _____

Return Date: _____

Departure Time: _____

Return Time: _____

(Times should be to the nearest hour.)

PLEASE ATTACH ORIGINAL PAID RECEIPTS

\$ _____ Airfare
\$ _____ Hotel
\$ _____ Taxi/Shuttle/Public Transportation
\$ _____ Rental Car
\$ _____ Gasoline for Rental Car
\$ _____ Registration Fees
\$ _____ Parking/Toll
\$ _____ Meals: Actual OR Per Diem
\$ _____ Personal car mileage
\$ _____ Other Expenses:

\$ _____ TOTAL TO BE REIMBURSED

Is there a FOP change? _____

Meal expenses with tips may now be reimbursed on unrestricted accounts up to 15% of the meal expense. However, you must submit a detailed meal receipt.

**** PLEASE PROVIDE A DETAILED ITINERARY IF THIS TRIP HAS MULTIPLE DESTINATIONS.****